CHECKLIST FOR NEW EMPLOYEES

This checklist will help prepare you and guide you through your first few days of employment at the LawCenter.

ON YOUR FIRST DAY

☐ **NetID & Network Passwords**
- Your NetID is a unique electronic identifier used to access university email and many online applications. Your NetID will be created after hiring paperwork has been submitted and approved.LawHR or your manager will provide you with your NetID.
- To change your password, visit the Georgetown NetID Password Management System page, located at https://password.georgetown.edu. Within the first 24 hours of employment, a password can be created using your NetID plus the last six digits of your GOCard number. LawHRor your manager will provide you with your GOCard number.

☐ **Email Address**
Your Georgetown Google Apps for Education (GAE) email address will be your NetID@georgetown.edu. For information and instructions, including how to configure your handhelddevice to access Gmail, go to https://apps.georgetown.edu/.

☐ **Obtain your Georgetown GOCard**

The GOCard (the Georgetown One Card) is Georgetown's official identification card. The card is issued to all members of the Georgetown community, including students, faculty, staff, and affiliates.

- New Students
- Faculty and Staff
- Affiliates and Other Groups

Visit About GOCard to learn about GOCard usage and locations.

For GOCard Support contact the IST Service Desk located on the first floor of McDonough Hall, Room 152. email: lawhelp@georgetown.edu or, call 202-662-9284

☐ **Log in to the Georgetown Management System (GMS)**
  - To get started please follow the steps below:
  - **Enroll in the Password Management System** using your **NETID** plus the last six digits of your GOCard number to generate a new password.

  - **Enroll in DUO** (two-step authentication) with UIS.

  - **Login to the Georgetown Management System (GMS),** the University's HR and Financial Management system, with your NETID and password to complete your onboarding tasks. You will be directed to the *"All About Me"* homepage.

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  - **Complete Section 1 of the Electronic I-9 Form in GMS** and visit the Employment Services Office in McDonough Hall, Room 583 to establish your identity and eligibility to work *within the first three days* of your employment.

    - Form I-9 requires that you produce original documents for examination by the Employment Services Staff to establish your identity and eligibility to work. Photocopies are not acceptable. A list of acceptable documents is available on the last page of Form I-9, which can be found on the U.S. Citizenship and Immigration Services website at www.uscis.gov/I-9.

      The most commonly used documents are a U.S. passport (which establishes both identity and employment authorization) or a driver's license (to show identity) along with a social security card (to show employment authorization). **If documentation is not received within three business days from your start date, you will be terminated.**

  - Navigate to "***Personal Information***" to update your:

  - Personal, contact, and emergency contact information.

  - Select "***Work Contact Information***" to view your work phone number, campus address, and room number. *If the work contact information is missing or inaccurate, notify lawhr@georgetown.edu*.

  - Select the **"Pay" tab** to complete your Payment, Federal and State tax Elections.

☐ **Phone**
  - Click the link for instructions on how to use your phone.
  - To activate voicemail, your default PIN is 4852.
    - Onsite: press the messages button on your phone. The Cisco Unity Messaging System will guide you through the enrollment process.
    - Remote: call your office number; when the voicemail greeting begins to play, press the * key; enter your phone extension followed by #; enter the default PIN followed by #; press "2" to access your mailbox.
  - Law Center Campus Calls: Dial the last four digits of the number from any campus phone.
  - To make local or long-distance calls: Dial 8 + 1 + area code + the number.
  - Click the link for instructions on how to make international calls.

- For additional help, contact the Law Center Service Desk at lawhelp@georgetown.edu or 202.662.9284.

☐ **Enroll in HOYAlert & Download LiveSafe**
HOYAlert is Georgetown University's emergency notification system. All current students, faculty and staff are now automatically enrolled in HOYAlert, Georgetown's mass notification system used in the event of an emergency situation or incident. You should download the LiveSafe App to your smartphone. More information and instructions on LiveSafe are available athttps://www.law.georgetown.edu/your-life-career/campus-services/public-safety/emergency- [management/livesafe-mobile-app/](https://www.law.georgetown.edu/your-life-career/campus-services/public-safety/emergency-management/livesafe-mobile-app/).

☐ **Review parking and transportation options**
Visit https://www.law.georgetown.edu/your-life-career/campus-services/parking-transportation/or the Facilities and Parking Office (McDonough Hall 154). Directions to the Law Center can be found at https://www.law.georgetown.edu/about/visit-campus/. For questions, contact Facilities Management at 202.662.9330 or [lawfacilitiesmgmt@georgetown.edu.](mailto:lawfacilitiesmgmt@georgetown.edu)

☐ **Review public safety and emergency preparedness procedures**
Visit https://www.law.georgetown.edu/your-life-career/campus-services/public-safety/. The Law Center's 24-Hour Emergency Assistance number is 202.662.9325.

BENEFITS NEW EMPLOYEE ORIENTATION

☐ You will need to attend an orientation program designed for new employees that includes a detailed overview of available benefits options. For questions about this orientation, contact Ian Glispy at ijg12@georgetown.edu or 202.662.9050, or Michael Fanning at Michael.Fanning@georgetown.edu or202. 687.2500.

☐ **Benefits** are an important part of your total compensation at Georgetown University. You can access comprehensive information about these benefits, including current premium rates and descriptions ofeach health care plan at https://benefits.georgetown.edu. Click on the interactive benefits guide.

Complete your benefit elections online at https://gms.georgetown.edu/, which you can do prior toyour Benefits Orientation. To obtain health insurance and dental coverage, you need to select and enroll **within 60 days of your hire date.** For questions regarding any of your benefits, contact the Office of Faculty and Staff Benefits at 202.687.2500 or benefitshelp@georgetown.edu.

Smart Benefits: A pre-tax payroll deduction is available to all faculty and staff for mass transit costs. For questions and to enroll, contact Marshall Lucas, Office Manager, Office of Facilities and Parking, at 202.662.9330 or mal48@georgetown.edu.

VALUABLE THINGS TO KNOW

☐ **University Directory**: Go to http://contact.georgetown.edu/ to confirm your information is correct. The information listed should include your name, title, NetID, office phone number, GAE email address and office location. For step-by-step instructions on how to modify your personal and work contact information go to https://gms.georgetown.edu/training/ess/ or ask LawHR@georgetown.edufor instructions on how to make the changes in GMS.

☐ **Wireless Network**: The Law Center offers secured wireless network connectivity throughout campus.To connect to SaxaNet and eduroam, please follow the instructions located at https://www.law.georgetown.edu/your-life-career/campus-services/information-systems-technology/collaboration/wireless-network-wi-fi/. Please note that you must be on the Law Center'scampus in order to connect. For questions, please contact the IST Help Desk at lawhelp@georgetown.edu or 202.662.9284.

☐ **Law Center Staff Directory**: The Law Center manages a Staff picture directory to help you becomefamiliar with the Law Center community: https://gu360.georgetown.edu/s/law-directory

CAMPUS SERVICES

☐ **Food Services**: Our cafeteria "The Local", and "Whisk Coffee & Bake Shop" are located on the first floor of McDonough Hall. "Legal Eats" (self-serve café) is located on the first floor of the Williams Library.

☐ **The Sport & Fitness Center** is a facility for the recreational use of Law Center students, faculty, staff,and alumni. Visit the Sport & Fitness Center in person, or online at https://www.law.georgetown.edu/your-life-career/health-fitness/fitness-center/. For questions, contact the Sport and Fitness Center at 202.662.9294 or by Email at lawsportfitness@georgetown.edu

☐ **The Early Learning Center** gives parents at the Law Center access to quality, educational childcare services. Located on the lower level of the Gewirz Student Center, it includes three classrooms, a kitchen, and diapering and washroom facilities. Their program follows the academic calendar with anextended summer program and is accredited by NAEYC. The Center serves toddler through pre- school aged children and offers full-time care Monday through Friday. More information and enrollment packets are available online at https://www.law.georgetown.edu/your-life- career/campus-services/early-learning-center/ or contact the Georgetown Law Early Learning Center by phone at 202.662.9256 or by Email at GLELC@georgetown.edu.

☐ The **Georgetown Law Bookstore** sells books, Law Center apparel, stationery and office supplies. It islocated in the Sport & Fitness building at 550 1st St. (next to the fitness center's reception desk).

☐ The **Georgetown University Transportation Shuttle (GUTS)** runs between the Law Center and MainCampus. Students, faculty and staff may ride on any GUTS route at no charge by presenting your GOCard. For schedule information, visit https://transportation.georgetown.edu/guts/.

For mobile users, you can use the Georgetown Mobile App to get current GUTS departure times. Thisalso allows you to access the main campus directory, use interactive campus maps, view daily University events and get the latest Hoya scores.

☐ **Helpful Links:**
Human Resources Policy Manual for Staff & FacultyHR & Payroll Forms
Learning & DevelopmentPayroll Calendar
University Holiday Calendar
University Information Services (UIS) New to Georgetown PageHelp Desk Support